



Offer Letter

Date : Monday, July 17, 2023

Dear Sana Tabassum

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Tuesday, July 25, 2023. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Tuesday, July 25, 2023, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	Ground Floor A Block , Sanali Info Park Bearing No. 8-2-120/113 Road No.2, Banjara Hills, Hyderabad - 500033

You will be on probation for a period of 60 days from Tuesday, July 25, 2023. Your joining salary will be INR 200,026.00 per annum, the mentioned per annum value shall be only applicable during your probation period of 60 days or as per extension of the probation period, subject to your performance and potential for the position you have been hired for. The Company reserves the right to extend your probation period should it deem fit.

Subsequent to completion of the probation period (subject to your performance and discretion of the Company), your compensation will be revised as mentioned below (indicative ranges): -

Fixed Compensation: 4 LPA to 5 LPA depending on the city category

Variable Compensation: Upto 3 LPA

Total Annual Cost to Company: 7 LPA to 8 LPA

You are requested to join the services of the Company not later than Tuesday, July 25, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
 - Provident Fund
 - Income tax deducted at source at the rates applicable
 - Employment/Professional taxes
 - Dues to the company including loans and advances
 - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.

6. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period – Subsequent to completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the

above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter. The revised salary structure post probation will be shared in the salary revision letter.



Rajini
PRINCIPAL
Sumathi Reddy Institute of Technology for Women
Ananthasagar (V), Hasanparthy (M)
WARANGAL - 506 371 (T.S.)